# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport					
Local Government Type City Township Village Ot	Local Government Name		County			
Audit Date Opinion Date	Date Accountant	Date Accountant Report Submitted to State:				
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo			
We affirm that:						
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised				
We are certified public accountants regis	stered to practice in Michigan.					
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of			
You must check the applicable box for each i	tem below.					
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.			
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.			
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as			
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its			
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,			
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.			
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding			
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995			
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).			
We have enclosed the following:		Enclosed	To Be Not Forwarded Required			
The letter of comments and recommendation	ns.					
Reports on individual federal financial assist	ance programs (program audits).					
Single Audit Reports (ASLGU).						
Certified Public Accountant (Firm Name)						
Street Address	City	St	ate ZIP Code			
Accountant Signature Signature Signature	P. c .	Da	ate			

# Township of Fruitland Muskegon County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

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#### INDEPENDENT AUDITORS' REPORT

Board of Trustees Township of Fruitland, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Fruitland Township, Michigan, as of March 31, 2005, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township of Fruitland, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Fruitland, Michigan, as of March 31, 2005, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

As described in Note 11, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as of April 1, 2004.



Board of Trustees Township of Fruitland, Michigan Page 2

The budgetary comparison information, on pages 18 through 20, is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The Township of Fruitland, Michigan, has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfied Condell P.C.

September 13, 2005

# BASIC FINANCIAL STATEMENTS

# Township of Fruitland STATEMENT OF NET ASSETS

March 31, 2005

	Governmental activities
ASSETS	
Current assets:	007.070
Cash	\$ 997,870
Receivables, net	57,960
Total current assets	1,055,830
Noncurrent assets:	
Capital assets, net of accumulated depreciation	1,091,256
Total assets	2,147,086
LIABILITIES	
Current liabilities:	
Payables	
NET ASSETS	
Invested in capital assets	1,091,256
Unrestricted	1,051,500
Total net assets	\$ 2,142,756

## Township of Fruitland STATEMENT OF ACTIVITIES

	Expenses	Program Charges for services	n Revenues Operating grants and contributions	Net (expenses) revenues and changes in net assets
Functions/Programs				
Governmental activities:				
Legislative	\$ 15,368	\$ -	\$ -	\$ (15,368)
General government	489,639	11,437	-	(478,202)
Public safety	164,699	128,328	2,196	(34,175)
Public works	82,114	49,289	6,251	(26,574)
Community and economic				
development	34,718	14,225	-	(20,493)
Culture and recreation	56,218	19,170	3,345	(33,703)
Total governmental activities	\$ 842,756	\$ 222,449	<u>\$ 11,792</u>	(608,515)
	General reve	enues:		
	Property to	axes		261,176
		ed revenue		356,685
	Unrestricte	ed interest inco	ome	27,123
	Other			2,272
	Total	general revent	Jes	647,256
	Change in ne	et assets		38,741
	Net assets -	2,104,015		
	Net assets -	ending		\$ 2,142,756

	Major	Total		
	General	Building and Site	governmental funds	
ASSETS Cash Receivables	\$ 920,511 57,960	\$ 77,359	\$ 997,870 57,960	
Total assets	\$ 978,471	\$ 77,359	<u>\$ 1,055,830</u>	
LIABILITIES AND FUND BALANCES Liabilities: Payables	\$ 4,330	\$	\$ 4,330	
Fund balances: Unreserved: Designated for:				
Road construction and maintenance	170,629	-	.170,629	
Public works	74,000	-	74,000	
Undesignated	729,512	77,359	806,871	
Total fund balances	974,141	77,359	1,051,500	
Total liabilities and fund balances	\$ 978,471	\$ 77,359		
Amounts reported for governmental activities in the st are different because:	tatement of net asso	ets		
Capital assets used in <i>governmental activities</i> are not therefore, are not reported in the funds.	t financial resources	s and,	1,091,256	
Net assets of governmental activities (page 5)			\$ 2,142,756	

#### Township of Fruitland STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

	Majo	Major funds		
	General	Building General and Site		
REVENUES	_	-		
Property taxes	\$ 261,176	\$ -	\$ 261,176	
Licenses and permits	128,257	· -	128,257	
State grants	365,052	<del>-</del>	365,052	
Charges for services	92,946	-	92,946	
Interest and rentals	26,114	1,009	27,123	
Other	6,943		6,943	
Total revenues	880,488	1,009	881,497	
EXPENDITURES				
Legislative	15,368	<del>-</del>	15,368	
General government	470,857	·	470,857	
Public safety	163,168	-	163,168	
Public works	152,449	-	152,449	
Community and economic development	34,718	-	34,718	
Culture and recreation	52,907	-	52,907	
Capital outlay	21,265	56,649	77,914	
Total expenditures	910,732	56,649	967,381	
NET CHANGE IN FUND BALANCES	(30,244	(55,640)	(85,884)	
FUND BALANCES - BEGINNING	1,004,385	132,999	1,137,384	
FUND BALANCES - ENDING	<u>\$ 974,141</u>	\$ 77,359	\$ <u>1,051,500</u>	

# Township of Fruitland STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds (Continued)

	_	Total ernmental funds
Net change in fund balances - total governmental funds	\$	(85,884)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives as depreciation expense.		
Add capital outlay Deduct depreciation expense		151,535 (26,910)
Change in net assets of governmental activities (page 6)	\$	38,741

# Township of Fruitland STATEMENT OF FIDUCIARY NET ASSETS - agency funds

March 31, 2005

ASSETS Cash	\$ 28,998
LIABILITIES Payables	\$ 28,998

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Fruitland, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

#### a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

#### b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Building and Site Fund is used to account for revenues designated by the Township for future capital projects.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB). Governments also have the option of following subsequent private sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The Township has elected not to follow subsequent private-sector standards.

The Township reports two fiduciary funds, a Tax Collection Fund and an Escrow Fund, which account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash is considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
  - ii) Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
  - iii) Prepaid items Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide financial statements.
  - iv) Capital assets Capital assets, which include property, equipment, and infrastructure assets (e.g., shared road costs, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements

Equipment

Vehicles

Shared road costs

15 - 60 years
3 - 5 years
10 - 20 years

- v) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- vi) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Township levy date is July 1, and, accordingly, the total levy is recognized as revenue in the current year.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year.

Excess of expenditures over appropriations - The following schedule sets forth the significant budget variances:

Fund	Function	lmended Budget	_	Actual	_ <i>v</i>	ariance_
General General	General government Public works	\$ 461,897 150,263	\$	470,857 152,449	\$	(8,960) (2,186)
General	Community and economic development	22,240		34,718		(12,478)

#### NOTE 3 - CASH:

The Township's cash, as presented in the financial statements at year end, is as follows:

	Governmental activities		iduciary	Totals	
Cash on hand Deposits	\$ 200 997,670	\$	- 28,998	\$	200 1,026,668
Totals	\$ 997,870	\$	28,998	<u>\$</u>	1,026,868

Deposits are carried at cost and are maintained at various financial institutions in the name of the Township. State statutes and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Township's deposits are in accordance with statutory authority. At March 31, 2005, the Township has deposits with a carrying amount of \$1,026,668 and a bank balance of \$1,061,873. Of the bank balance, \$177,359 is covered by federal depository insurance and \$884,514 is uninsured.

#### NOTE 4 - RECEIVABLES:

Receivables as of year end for the Township's major funds are as follows:

_Fund_	operty axes	Inter- governmental		Totals	
General	\$ 2,680	\$	55,280	\$	57,960

All receivables are current and are considered fully collectible.

#### NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2005, was as follows:

	Beginning balance	Increases	Decreases	Ending balance	
Governmental activities:  Capital assets not being depreciated -					
land	\$ 368,800	\$ 56,684	<u>\$</u>	<u>\$ 425,484</u>	
Capital assets being depreciated:					
Buildings and improvements	631,972	16,434	-	648,406	
Equipment and vehicles	280,438	1,278	-	281,716	
Intangible assets - shared road costs		77,139		<u>77,</u> 139	
Subtotal	912,410	94,851		1,007,261	
Less accumulated depreciation for:					
Buildings	152,275	9,893	-	162,168	
Equipment and vehicles	162,304	14,446	-	176,750	
Intangible assets - shared road costs		<u>2,571</u>		2,571	
Subtotal	314,579	26,910		341,489	
Net capital assets being depreciated	597,831	67,941		<u>665,772</u>	
Governmental activities capital assets, net	\$ <u>966,631</u>	<u>\$ 124,625</u>	<u>\$</u>	\$ 1,091,256	

### Township of Fruitland NOTES TO FINANCIAL STATEMENTS (Continued)

#### NOTE 5 - CAPITAL ASSETS (Continued):

Depreciation expense was charged to functions of the Township as follows:

Governmental activities:	
General government	\$ 17,128
Public safety	1,531
Public works	6,804
Culture and recreation	 1,447
Total governmental activities	\$ 26,910

#### **NOTE 6 - PAYABLES:**

Payables as of year end for the Township's major funds are as follows:

Fund	Accounts		Inte governn	-	Totals			
General	\$	3,067	\$	1,263	<u>\$</u>	4,330		

#### NOTE 7 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2005, is as follows:

Revenues	\$ 109,663
Expenses	<u>(127,400</u> )
Deficiency of revenues over expenses	\$ <u>(17,737)</u>

#### NOTE 8 - DEFINED CONTRIBUTION PENSION PLAN:

The Township provides pension benefits for substantially all of its full-time employees through a defined contribution plan. The plan covers all full-time employees and Township trustees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate from the date of employment. The Township contributes 15% of each qualified employee's base salary to the plan. The Township's contributions are fully vested immediately. The Township made the required contributions of \$33,874 for the year ended March 31, 2005.

The Township is not a trustee of the plan, nor is the Township responsible for investment management of plan assets.

#### NOTE 9 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self insured nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### NOTE 10 - JOINTLY GOVERNED ORGANIZATIONS:

#### White Lake Ambulance Authority:

The Township, in conjunction with seven other governmental entities, created the White Lake Ambulance Authority. The Authority was formed to jointly provide emergency medical services within the combined service area, which encompasses the participating municipalities. The administrative board of the Authority is comprised of one representative from each participating municipality. No participant has any obligation, entitlement, or residual interest. During the year ended March 31, 2005, the Township made no contributions to the Authority.

#### White Lake Fire Authority:

The Township, in conjunction with three other governmental entities, created the White Lake Fire Authority. The Authority was formed to jointly provide fire protection and rescue services within the combined service area, which encompasses the participating municipalities. The administrative board of the Authority is comprised of one representative from each participating municipality. No participant has any obligation, entitlement, or residual interest. During the year ended March 31, 2005, the Township made no contributions to the Authority.

#### NOTE 11 - CHANGE IN ACCOUNTING PRINCIPLES:

Effective April 1, 2004, the Township implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, along with all related statements and interpretations. In connection with the implementation of this statement, the following adjustment to beginning net assets has been made to reflect the cumulative effect of this accounting change:

Net assets as previously reported	\$ 1,137,384
Capital assets used in <i>governmental activities</i> are not financial resources and, therefore, are not reported in the funds.	 966,631
Net assets, as restated	\$ 2,104,015

# REQUIRED SUPPLEMENTARY INFORMATION

# Township of Fruitland BUDGETARY COMPARISON SCHEDULE - General Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				ф <b>4</b> 055
Property taxes	\$ 239,206	\$ 260,121	\$ 261,176	\$ 1,055
Licenses and permits	123,603	130,453	128,257	(2,196)
State grants	328,644	357,207	365,052	7,845
Charges for services	80,200	92,946	92,946	- 4 677
Interest and rentals	19,500	21,437	26,114	4,677
Other	<u>7,150</u>	<u>5,634</u>	6,943	1,309
Total revenues	798,303	867,798	880,488	12,690
EXPENDITURES				
Legislative	17,300	15,368	15,368	
General government: Supervisor Election Assessor Clerk Board of review Treasurer Hall and grounds Township property Cemetery Professional services Other	40,314 12,120 48,000 17,178 1,670 48,344 55,695 51,207 11,150 25,400 145,376	39,794 7,569 52,024 45,779 1,309 47,175 46,604 37,145 11,409 70,372 102,717	39,799 13,616 52,024 45,779 1,309 47,175 46,760 37,236 11,542 71,559 104,058	(5) (6,047) - - - (156) (91) (133) (1,187) (1,341)
Total general government	456,454	461,897	470,857	(8,960)
Public safety:				
Police protection	36,699	35,768	35,768	-
Building inspections	123,674	127,361	127,400	(39)
Total public safety	160,373	163,129	163,168	(39)

# Township of Fruitland BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

	Original Amended budget budget		Actual	Variance favorable (unfavorable)	
EXPENDITURES (Continued)					
Public works:		<b></b>	Ф DC 440	<b>c</b> r	
Road construction and maintenance	\$ 97,000	\$ 86,118	\$ 86,118 11,214	\$ -	
Street lighting	12,300	11,214 1,500	1,500	<u>-</u>	
Right-of-way	1,500	45,431	47,617	(2,186)	
Sanitation	50,528 57,000	6,000	6,000	(2,100)	
Drains	<u>57,000</u>	0,000	0,000		
Total public works	218,328	150,263	152,449	(2,186)	
Community and economic development:					
Planning and zoning	24,130	22,240	34,718	(12,478)	
r lanning and 25thing			<u> </u>		
Culture and recreation:					
Museum	46,065	41,541	41,572	(31)	
Blueberry Festival	9,000	8,315	8,315	-	
Parks	14,460	3,020	3,020		
Total culture and					
recreation	69,525	52,876	<u>52,907</u>	(31)	
Capital outlay	1,000	21,265	<u>21,265</u>	<del></del>	
Total expenditures	947,110	887,038	910,732	(23,694)	
NET CHANGE IN FUND BALANCES	(148,807)	(19,240)	(30,244)	(11,004)	
FUND BALANCES - BEGINNING	1,004,385	1,004,385	1,004,385		
FUND BALANCES - ENDING	<u>\$ 855,578</u>	\$ 985,145	\$ 974,141	<u>\$ (11,004</u> )	

# Township of Fruitland BUDGETARY COMPARISON SCHEDULE - Building and Site Fund

		Original budget		Amended budget		Actual		Variance favorable (unfavorable)	
REVENUES Interest	\$	800	\$	1,009	\$	1,009	\$	-	
EXPENDITURES Capital outlay		8,000	_	56,649		56,649			
NET CHANGE IN FUND BALANCES		(7,200)		(55,640)		(55,640)		-	
FUND BALANCES - BEGINNING	_	132,999		132,999	_	132,999			
FUND BALANCES - ENDING	\$	125,799	\$	77,359	\$	77,359	\$		